

General Agenda for Pre-Bid Meetings.

This meeting is run by the architect/engineer.

Introductions of all personnel associated with the project (agency, Division of Facilities Management, project architect/engineers).

Attendance List -- pass around for all in attendance to sign. This list will be issued as part of and addendum.

Architect/Engineer shall review the following:

1. Announce the **bid opening date**. Discuss with agency before the meeting possibility of postponing bid date in case someone asks the question.
2. Remind unsuccessful bidders to **return their plans** to DFM; a record is kept of the returns.
3. Inform contractors that **bids are opened by Purchasing** Division.
4. Note the time frame for award of contract and discuss the amount of time to get a fully signed contract.
5. Questions concerning **bid bonds, insurance, etc.** are directed to Purchases at 785-296-2401.
6. Bid Form: Describe **Alternate Bids and Unit prices**; sub-contractors required to be listed and completion days/date.
7. **Substitutions**: All requests to approve equivalent products must be submitted to the architect/engineer no later than **10 days before the bid date**, as stated in the specifications. All approvals will be released via addendum.
8. **Last addendum** will be out one week before bid date. (*Give that date*).
9. Review sales tax; insurance requirements; liquidated damages; weather day data.
10. **Land Surveyor** – paid for by contractor or the state?
11. Review **testing requirements**, does the contractor include in his bid or will the Owner arrange for the testing independently. If contractor is to include in his bid, please remind the attendees that the project architect/engineer and the state get to approve that testing company.
12. Describe any **corrections, clarifications and additions** you have found and noted.
13. Open the meeting up for **discussion** and **questions**.